



COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COFFEE HOUR PROGRAM

Purpose

To establish how Jaffrey Parks and Recreation Department (JPRD) will manage the risk of exposure to communicable diseases for staff and participants during the operation of adult coffee hour during the COVID-19 pandemic by:

- Preventing the spread of disease
- Protecting employees who facilitate the coffee hour program
- Protecting coffee hour program participants and their families

The strategies below have the potential to minimize the emergence of communicable diseases at adult coffee hour program. No single strategy will be 100% effective.

Definitions

JPRD: Town of Jaffrey Parks and Recreation Department

Pandemic: A pandemic is the worldwide spread of a new disease.

COVID-19: COVID-19 is the infectious disease caused by a novel coronavirus discovered in Wuhan, China, in December 2019. On March 11, 2020 the World Health Organization declared COVID-19 a pandemic.

Staff: A paid employee, contractor, or volunteer of JPRD assigned to facilitate the coffee hour program

Participant: A person registered to participate in the coffee hour program

Prevention

- All staff are to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a supervisor. Staff and members may not be present at the program or facility if they feel sick.
- All participants will register online in advance. No drop-in participation will be allowed.
- Each participant and staff member are expected to arrive to the program well rested, nourished and hydrated. The goal is for individuals to arrive as resilient to illness as possible.
- Program staff and participants will have a health screening upon arrival to the program which will include temperature checks using an infrared non-touch thermometer and a symptom questionnaire.
- Social distancing strategies of 6 feet of separation will be used between all participants and staff during check-in and check-out procedures.
- Face coverings will be worn by staff and participants when they are not seated at the table.
- Social distancing strategies of no less than 6 feet of separation will be used between all participants and staff during the coffee hour program.
- Staff will monitor participants throughout the program to ensure appropriate physical distancing.
- Program size, including staff, will be limited based upon State of NH guidelines.
- No participants or staff will be allowed at the program if they are ill.



- If a participant comes to the program ill or becomes ill during the program, the participant will be separated from the program. If immediate medical assistance is needed, 911 will be called. If immediate medical assistance is not needed, the participant will be asked to leave the program.
- Participants and staff will wash and/or sanitize hands before and after all activities.
- Before preparing food and/or beverages, staff will wash hands with soap and water for no less than 20 seconds for general food safety.
- Participants and staff are encouraged to refrain from touching their faces.
- Participants and staff are encouraged to cough/sneeze “into your sleeve.” Covering coughs/sneezes with one’s hands is no longer desired behavior; bury coughs/sneezes in one’s elbow.
- Congregating before or after the coffee hour program is discouraged.

Procedures for Participant Arrival and Departure

- All staff and participants must wear a face covering at both participant arrival and departure.
- Upon arrival to the program, staff and participant must pass the health screening to participate in the coffee hour program.
- The health screening will include having one’s temperature taken by a “no-touch” thermometer” and being asked a set of health questions as outlined by the State of New Hampshire.
- The health screening will include the following questions:
 - Do you have any symptoms of COVID-19?
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Do you have a fever of 100.4 degrees F or higher?
 - Have you had any close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days? *NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question*
 - Traveled in the past 14 days either:
 - Internationally (outside the U.S.),
 - By cruise ship, or
 - Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
- Staff or participant with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors will not be allowed into the program.
- Upon passing the health screening, staff will physically sign the participant into the program on the roster form.
- Participants will seat themselves at a table.



- Staff will take coffee orders from participants, prepare the coffee, and deliver it to the participant seated at the table.
- Disposable coffee cups and utensils will be used.
- Tables and chairs will be sanitized before and after the participants and program use.
- At the conclusion of the program, staff and participants will wear a face covering when they are leaving the program.

Response to Possible Case(s)

- Staff or participant with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors will not be allowed into the program.
 - Symptomatic persons will be instructed to contact their healthcare providers to be tested for COVID-19 and self-isolate at home following the instructions below.
 - Asymptomatic persons reporting that in the past 14 days that they have had close contact with someone suspected or confirmed with COVID-19 or that they have had the travel-related risk factors will be instructed to self-quarantine for 14 days from their last exposure or return from travel.
 - Person(s) with suspected or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation which are:
 - At least 10 days have passed since symptoms first appeared**AND**
 - At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever, off any fever reducing medications plus improvement in other symptoms)
 - At the conclusion of the program, staff and participants will wear a face covering when they are leaving the program.
- During the program, if staff or a participant becomes ill or is suspected of having COVID-19, the following actions will be taken:
 - The individual will be asked to wear a mask and isolated from the program.
 - The individual will be asked if they have had any symptoms of COVID-19 such as:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - If the individual needs medical attention, “911” will be called and informed that it is a COVID-19 related incident.
 - If the individual does not require immediate medical attention and they are a participant, they will be asked to leave the program immediately.
 - If the individual does not require immediate medical attention and they are a staff member, they will be removed from their duties and sent home immediately.
- Coffee Hour program participants will be notified that there was a possible case and what precautions were taken.



- The individual will not be permitted to come back to the program until they have been cleared by a doctor and a note has been provided.

Communicable Disease Management Plan for Coffee Hour program is not intended to serve as a guarantee that incidents of disease will not occur during Jaffrey Parks and Recreation Department programs. COVID-19 is a novel disease and as new information is learned about the disease guidelines may change, requiring an ongoing process of review of this plan and changes being made at any time.

References

- New Hampshire State Department of Health and Human Services
- United States Center for Disease Control